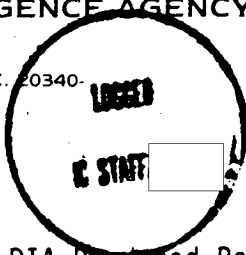




DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340

13 SEP 1988



1 SEP 1988

105 # 88-5565X
CIA B-5D

U-1057/RTS-2C

SUBJECT: Policy/Procedures for Ordering DIA Produced Recognition Materials and DIA Regulatory Publications

TO: All DIA Intelligence Account Holders

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1. DIA, Army, Air Force and Navy Dissemination Program Managers (DPM) and other representatives met at the DIAC, 7 Jun 88, to discuss reproduction and dissemination of DIA recognition materials (RM) and regulatory publications. The below guidance provides policy and procedures for units to follow in ordering such material.

2. DIA RM will be provided to the Service Office of Primary Responsibility (OPR) in stock quantities to support secondary requests. Units' requests for RM should be sent to the appropriate Service DPM/OPR. The DPM/OPR will be responsible for maintaining sufficient stocks to fill subordinate Command requirements.

3. DIA regulatory publications will be provided on initial distribution to account holders who have previously established requirements for that document. Service DPMs/OPRs will be provided with bulk stocks of DIA regulatory publications for secondary dissemination. Requests for secondary dissemination of DIA regulatory publications will be sent to, and filled by, the DPM/OPR of the appropriate Service.

4. The DPMs and OPRs have been provided with expanded guidance concerning this policy. Supplementary procedures may be promulgated by DPMs.

5. POC is RTS-2C, AV 243-3487.

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6. RTS-2: Responsive - Timely - Service 2 -- You.

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Chief, Requirements and Validation
Branch, Central Reference
Division